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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans &amp; Policy Staff/TR

DATE: 21 September 1955

FROM : Chief, Administrative Branch/TR

Report - 1-7

SUBJECT: Weekly Activity Report #38

I. SIGNIFICANT ITEMS. NoneII. OTHER ITEMS.A. REGISTRAR ACTIVITIES:

## 1. Reports prepared and disseminated by the Registrar:

- Statistics on enrollment in full-time OTR Courses for the DTR, DDP/TO's and certain OTR personnel.
- A detailed breakdown of participants in the CSR and BOC courses, showing grade, age, area division, etc., was prepared for the DTR.
- OTR Monthly Report of Trainees.

2. Persons eligible to attend IAC lectures. Memoranda were forwarded to the [ ] certifying eligibility of certain CIA employees to attend lectures. A total of [ ] names were submitted to the [ ] and [ ] to the [ ]

3. Professional Typing Course. A Professional Typing Course will be given 17 October - 9 December 1955. The class will meet from 0730 to 0815 hours daily in Curie Hall.

B. DDI/TLO MEETING. [ ] discussed the processing of Training Requests, and the administrative handling of external trainees at the DDI/TLO meeting on Tuesday, 20 September 1955.

C. PAINTING OF [ ] BUILDINGS. The painting of Buildings 6, 7, 10, and [ ] at [ ] was completed and final payment made on the contract. The cost of the job was [ ]

D. [ ] SCHEDULE. OTR Notice 19-55 was published, changing the [ ] schedule back to Eastern Standard Time, effective 26 September 1955.

E. SECURITY APPROVAL OF CONTRACT LANGUAGE INSTRUCTOR. The Security Office has issued a clearance to utilize [ ] on a contract basis, as a language instructor in the Language and External Training School. This course is scheduled to begin 26 September 1955.

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F. PROVISIONAL APPROVAL ON [ ] a candidate for the Instructor Development Program, has been approved by the Security Office for Provisional employment. In discussions with [ ] the Personnel Section learned that he might be lost to CIA unless early clearance was forthcoming. Through discussions with the DDTR and [ ] an appropriate interim research program was developed, and Security and Personnel Offices approved our request for Provisional assignment beginning 26 September 1955.

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G. TABLE OF ORGANIZATION AMENDMENTS. Final negotiations are being completed with Position Evaluation Division to complete the survey of the Plans and Policy Staff, which will permit proper slotting of all individuals currently assigned to that Staff.

H. [ ] CONTRACT. The [ ] External Training Contract is in the process of being renewed to cover the existant training programs and other requirements during Fiscal Year 1956.

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I. [ ] Weekly report of the utilization of [ ] is attached.

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Attachment: [ ]

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